



St John Bosco College

Job Profile: Head of Geography

Purpose: To serve the mission of St John Bosco College by providing high quality subject leadership in Geography. To raise standards particularly with regards to student achievement; to develop and implement high-quality schemes of work and subject resources to enable excellent teaching to take place in lessons and to provide pastoral care and spiritual growth opportunities to all students.

Salary: Teacher Pay Scale + TLR 2

Responsible to: The relevant member of the Leadership Team

Person Specification:

- Commitment to supporting the distinctive nature of a Catholic school and the educational principles of St John Bosco
- Good Honours Degree
- Qualified Teacher status and evidence of excellent teaching
- Recent and relevant professional development
- Willingness to further develop professional skills
- Ability to formulate, articulate and deliver a clear vision for the further development of the department
- Ability to enthuse, inspire and develop staff and students under the school's ethos
- Ability to challenge, motivate and empower staff and students and to raise standards
- Experience in recognising and meeting the needs of staff and students
- Evidence of leading initiatives effectively and successfully within school
- Ability to manage resources efficiently
- Genuine enjoyment of working with young people
- Understanding of and commitment to inclusion for all
- Commitment to excellence and the ability to lead by example in terms of teaching and learning
- Comprehensive understanding of data and how it can inform practice and enhance learning
- Excellent communication, interpersonal and organisational skills
- Commitment to working as a team player
- Ability to be an effective Form Tutor
- Commitment to supporting and promoting the co-curricular life of the school
- Willingness to fulfil wider contributions to raise the profile of Subject Lead Geography
- Boundless enthusiasm and a positive outlook with the capacity to work hard under pressure
- Personal integrity and the drive to do what is best for the students
- Ambition and a commitment to ongoing career development
- Commitment to ensuring that all pupils at St John Bosco College achieve their best

Responsibilities

In addition to the duties laid out in the latest edition of the School Teachers Pay and Conditions Document and those detailed in the job profile for "Subject Lead", the Subject Lead Geography will be expected to:

Operational & Strategic Planning

- Lead the implementation of an effective Subject Development Plan

Reviewed June 2020

- Maintain and oversee administration of NEA documentation and planning
- Regularly review provision in Geography to ensure that the curriculum is fit for purpose
- Work with the appropriate line manager, formulate aims, objectives and strategic plans for Geography provision across the school
- Lead Geography initiatives across the curriculum; evaluate their effectiveness and ensure that cross - departmental systems are in place to promote each student's enjoyment of Geography

Professional Development

- Keep up-to-date with local and national developments and thinking in Geography pedagogy
- Establish contacts within key organisations for the development of Geography
- Where appropriate participate in relevant professional networks for the development of Geography
- Share best practice for raising standards in Geography with colleagues and provide support and training for colleagues where appropriate

Curriculum Provision & Development

- Monitor and respond to curriculum developments and initiatives at local and national levels
- Disseminate curriculum planning and rationale across the whole department
- Ensure that assessment in Geography is effective and is carried out in line with school policy
- Ensure that daily classroom practice addresses the individual needs of the students
- Hold summer-term reviews of curriculum to ensure it is fit for purpose for new cohorts
- Lead the planning of schemes of work and curriculum development to maximise the learning opportunities of students of all abilities

Support and Monitoring

- Ensure professional accountability for students' progress and attainment in Geography
- Foster good relationships and liaison with parents, carers and others involved in supporting students' learning
- Maintain accurate and up-to-date information concerning students' progress and achievement in Geography and arrange interventions to raise standards where necessary
- Provide Senior Leadership and Governors with relevant information relating to the provision for and progress of students in Geography

Standards

- Monitor and evaluate the quality of learning and teaching and standards of attainment and performance
- Report regularly to your line manager on standards in Geography
- Ensure a positive climate for learning and uphold set expectations in Geography
- Use data analysis to track student performance in Geography across different groups
- Meet the needs of students, including the management of behaviour and its impact on learning
- Conduct lesson observations as a means of sharing best practice and coaching
- Identify training needs of staff in the department
- Be accountable for pupils' attainment, progress and outcomes in Geography

Resources

- Manage the learning area to ensure the environment is conducive to learning
- Monitor resources and maintain the curriculum budget for Geography
- Ensure that curriculum resources developed are of a high standard and are used effectively in Geography

Performance Management

- Line-manage members of the departmental team and monitor performance
- Set challenging objectives; ensure developments reflect school, departmental and individual needs and aspirations
- Use comparative data to identify individual teacher performance

Reviewed June 2020

- Ensure up-to-date knowledge in terms of teaching pedagogy and subject knowledge for staff in the department
- Ensure all statutory requirements are met
- Demonstrate a clear commitment to your own and others' professional development

Safeguarding Children

- To be fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To be fully aware of the requirements as set out in Keeping Children Safe in Education, September 2016
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the Designated Person for Safeguarding is made aware and kept fully informed of any concerns that arise in relation to safeguarding and/or child protection